

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.P

Subject:

DATE: 01/22/93

Sunset Review:

AMMUNITION AND CHEMICAL AGENTS
REGULATIONS

1. PURPOSE. This directive establishes policy and procedures for the admission, custody, control, security and use of ammunition and chemical agents on the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. This directive applies to all FLETC and on-site Participating Organization (PO) staff, students, and all other personnel on the FLETC, Glynco, Ga. This directive does not apply to the Office of Artesia and Marana Operations (OAMO). Procedures for admission, custody, control, security, and use at OAMO are contained in the OAMO Office Guide.
3. CANCELLATION. FLETC Directive (FD) 70-09.P, November 13, 1985, is superseded.
4. REFERENCES.
 - a. FD 70-09.J, Firearms Regulations
 - b. FD 70-09.R, Hazard Communication Program
 - c. TM-1300-206, Department of the Army Regulation
5. POLICY. It is the policy of the Federal Law Enforcement Training Center to provide security for ammunition and chemical agents introduced into and stored on the FLETC. Except as provided herein, students, FLETC staff, participating organization staff, contractor staff and visitors are expressly prohibited from retaining any ammunition or chemical agents in their vehicles, offices, classrooms, dormitories practical exercise areas or on their person while on the Center.

6. DEFINITIONS.

a. Small Arms Ammunition, as used herein, describes a cartridge or families of cartridges intended for use in various types of hand held or shoulder weapons. Within a caliber designation, these weapons may include one or more of the following: rifles, carbines, pistols, revolvers, submachine guns, light machine guns, automatic rifles, and/or shotguns.

b. Chemical Agent, as used herein, is a substance that produces an irritating/harassing/incapacitating effect, or a screening smoke. These agents are classified as tear gas (CS or CN), Oleoresin Capsicum (OC), and smoke grenades or projectiles (HC).

7. BACKGROUND.

a. Various types and calibers of small arms ammunition have been utilized by the FLETC since 1975. Initially 10 types and calibers were stocked for the original training courses and programs. The increasing number of POs, the growth in student population, and the diversity of weaponry have affected dramatically the types, calibers, and amounts of training ammunition required to be maintained on inventory. Presently there is a variety sufficient to provide virtually any type or caliber ammunition requested by POs for training, field issue, or emergency use. The need for POs to purchase and store training ammunition has been eliminated.

b. The introduction of chemical agents into training has been limited to those used in crowd and riot control, civil disturbances, and confrontation management courses. The types of chemical agents have not changed from those initially introduced and consist primarily of tear gas capsules (CS & CN), screening smoke projectiles and grenades (HC), and Oleoresin Capsicum (OC). It is likely that other types of chemical training devices and agents will be added to the inventory as newer and better types are developed.

8. AMMUNITION AND CHEMICAL AGENTS STORAGE FACILITIES. The FLETC ammunition and chemical agent storage facilities are under the control and security of the Office of Special Training (OST), Firearms Division (FAD). The storage of ammunition and chemical agents in locations other than those authorized by this directive is prohibited. Maintenance and security of the storage facilities will be in accordance with U.S. Army Regulation TM-1300-206, (Reference c.).

a. FLETC Ammunition. The FLETC small arms training ammunition inventories will be stored in Bunkers 115 and 117.

b. Chemical Agent. All FLETC and PO chemical agent and smoke inventories will be maintained in Bunker 113.

c. Agency Ammunition. Participating Organizations may store small quantities of training and emergency use ammunition in Bunker 117, space permitting. When PO representatives require admittance into their ammunition storage area (cage) in Bunker 117, they will coordinate with the FLETC Ammunition/ Weapons Custodian (A/WC) or the Contract Issue Service supervisor who is initially responsible for security of the bunker. Inventory of this ammunition is the responsibility of the PO.

d. Issue Points. The Issue Rooms located in Buildings 221 and 142 are designated as the small arms ammunition issue points for the indoor and outdoor range complexes respectively. Stock levels in these areas should not exceed a 30 day supply. Chemical agents will not be stored overnight in these areas. Participating Organizations that have recurring commitments (e.g. staff training, qualification, remedial, testing or final issue) may, space permitting, store limited amounts of ammunition in these areas. Storage of this nature will be coordinated with the FLETC A/WC who will make arrangements with the Contract Issue Service. Inventory of this ammunition will remain the responsibility of the PO.

e. Security Police. Duty and reserve ammunition required for the performance of official duties by the Security Police will be secured in the Security Police Headquarters at Building 1. This ammunition is purchased and inventoried by the Contract Security Police. Ammunition used for qualification may be drawn from the issue points and charged to the Security and Safety Division (SEC).

f. FLETC Security Investigators. may maintain duty and reserve ammunition in the Administration Building, 94. Ammunition used for this purpose and for qualification may be drawn from the issue rooms by the Chief, SEC or his authorized representative.

9. RESPONSIBILITIES

a. Chief, Firearms Division. The Chief, FAD, is responsible for establishing procedures for the control, account-ability, and security of small arms ammunition stored in Bunkers 115 and 117 and the issue points at Buildings 221 and 142, and for chemical agents stored in Bunker 113.

b. FLETC Ammunition/Weapons Custodian.

(1) The FLETC A/WC is responsible for monitoring the activities of the Contract Issue Service in all transactions involving ammunition or chemical agents. The A/WC will perform a daily audit of all ammunition and chemical agent issues and receipts occurring at the issue points in Buildings 221 and 142. The A/WC will also conduct a monthly physical inventory of all FLETC training ammunition and chemical agents stored in Bunkers 113, 115, and 117 and Buildings 221 and 142 issue points. The A/WC will maintain and provide to the Contract Issue Service a list of those instructors and PO representatives who are authorized to draw training ammunition and chemical agents from the issue rooms. A separate list of PO Ammunition Custodians authorized entry into Bunkers 113 and 117 will be provided to the Contract Issue Service and to the SEC.

(2) The A/WC is also responsible for ensuring that the Contract Issue Service and POs are implementing and administering the provisions of this directive regarding the security and control of ammunition and chemical agents stored in Bunkers 113, 115, 117 and in Buildings 221 and 142.

c. Participating Organizations. Participating organizations that possess ammunition or chemical agent inventories will be assigned storage space in Bunker 117 or 113, space permitting. Organization heads will appoint an Ammunition Custodian and one alternate whose names will be provided to the Chief, FAD. The custodian and alternate will be the only persons allowed access to their organization's ammunition or chemical agent supplies. Access into Bunkers 113 and 117 will be coordinated with the FLETC A/WC or the Contract Issue Service Supervisor not less than one training day prior to the required entry. Emergency entry may be accomplished at any time by coordinating with the Security Police, Building 1.

d. Security Police. The Security Police will maintain at their headquarters in Building 1, keys and/or combinations to locking devices for Bunkers 113, 115 and 117. These will be used to permit emergency entry by authorized custodians. The Security Police will maintain a record of all such entries and report the entries to the Chief, FAD on the following work day.

e. Students, FLETC Staff, Participating Organization Staff, Contractor Personnel and Visitors.

(1) Only those persons listed in Paragraph 9.f. may have in their possession weapons and/or ammunition while on the FLETC. Personnel entering the Center must declare any weapons and ammunition in their possession and deposit them with the Security Police at Building 1 in accordance with the following procedures:

(a) Remove any ammunition from the weapon at the unloading station (sand bag bunker) located on the northwest side of Building 1 and ensure that the weapon's chamber is clear.

(b) All ammunition will then be placed in a plastic bag provided for that purpose and tagged with the owners name, organization and/or class number, ammunition caliber, and number and caliber of rounds. Ammunition magazines, loaders, and related leather gear such as pouches, belts, and holsters will remain in the possession of the owner.

(c) Ammunition and weapons are normally retained by the Security Police no longer than one working day before being transported to Building 221 for turn over to the Contract Issue Service for safe-keeping until departure of the owner from the FLETC.

(d) Personnel requiring short term storage may use the personal weapons storage lockers located in Building 1. Ammunition and weapons may be kept in these lockers for a period of 72 hours or less, after which time they will be removed by the Security Police and transported to Building 221 and placed in the Depository.

(2) No persons other than those authorized by this directive are permitted to remove ammunition from the firing ranges. Ammunition which is inadvertently removed from the ranges will be promptly returned to the FAD or surrendered to the Security Police. In no case will live ammunition be introduced into practical exercises or be permitted in the dormitories, townhouses, cafeteria, classrooms, convenience store, or any other buildings, facilities, or locations not specifically authorized by this directive.

f. Exceptions.

(1) FAD Staff. FLETC staff personnel and PO detail personnel assigned either permanently or temporarily to the FAD as Firearms Instructors, Armorers, Gunsmiths, or Ammunition Custodians and Contract Issue Service employees of the FAD may transport ammunition and weapons to and from authorized practical exercise areas/firing ranges for scheduled classes, qualification, weapons / ammunition tests, demonstrations/tours, proficiency and other functions as authorized by the Chief, FAD.

(2) FLETC Division and Participating Organizations having scheduled classes or other events requiring the use of ammunition and firearms may transport these items to and from the training site. Concerned divisions or POs are required to provide FAD with an up-to-date class schedule or written authorization and a list of those persons authorized to transport ammunition and weapons.

(3) Personnel entering the Center. FLETC and PO employees entering the Center for the purpose of attending scheduled firearms classes or for qualification may transport weapons and ammunition directly to the firing range after declaring the items to the Security Police at the point of entry. The ammunition and weapons are to be turned over to the Contract Issue Service at the firing range until the time of the scheduled event. Upon completion of the exercise, ammunition and weapons must be returned to the Issue Service at the firing range or to the Security Police, Building 1, or must be transported directly off the Center. NO INTERMEDIATE STOPS ARE PERMITTED.

(4) Departing Personnel. Staff, graduating students, and other personnel having ammunition and weapons stored in Building 221 or 142 may transport their personal ammunition and weapons from Buildings 221 and 142 when departing the Center. NO INTERMEDIATE STOPS ARE PERMITTED.

(5) FLETC and PO Shooting Teams. Personnel assigned to shooting teams sponsored by the FLETC or POs, may transport ammunition and weapons on and off the FLETC for the purpose of participating in approved competitive shooting matches.

(6) Other Competitive Shooters. Personnel who enter the FLETC for the purpose of competing in approved competitive firearms matches conducted on the Center may transport ammunition and weapons on and off the Center for that purpose. Possession of the ammunition must, however, be reported to the Security Police at Building 1 prior to entering the FLETC. Ammunition brought on the FLETC for this purpose must be transported directly to the firing range and secured with the A/WC or the Contract Issue Service until such time as it is to be used or removed from the Center.

(7) Law Enforcement Officers/Agents who enter the FLETC in an official capacity are permitted to carry sidearms and ammunition in accordance with FD 70-09.J. The nature of the official business and possession of ammunition and firearms will, however, be reported to the Security Police prior to entry.

10. PROCEDURES.

a. The requisitioning of FLETC small arms training ammunition and chemical agents and the maintenance of stock levels will be in accordance with the following current, established procedures:

(1) Projections and requisitions for FLETC ammunition and chemical agents and maintenance of adequate stock levels will be controlled by the Chief, FAD.

(2) Issues and receipts of ammunition and chemical agents at Bunkers 113, 115, and 117 will be recorded in log books assigned to each particular type ammunition and maintained in their respective bunkers.

(3) Issues, expenditures, receipts, and transfers of FLETC ammunition and chemical agents at the issue points will be recorded by the Contract Issue Service personnel on the Daily Ammunition Account Form [FTC-OST-12A(Outdoor Range)/B(Indoor Range)], Attachments 1 & 2, and by instructors on the Firearms Score Sheet (FTC-OST-37), Attachment 3, or the PO equivalent form.

(4) Requests for ammunition or chemical agent issue will be submitted in writing not later than one working day prior to issuance using the Ammunition Munitions Weapons Request form (O-OST-29), Attachment 4. Requests in memorandum form are also acceptable. Requests are not required for regularly scheduled classes in which the type and amount are consistent (e.g., EOD Crowd Control, FAD 10PI, and DMD AMLET) when a current class schedule has been provided.

(5) Ammunition and chemical agents received from organizations or agencies outside the U.S. Government will be accorded the same degree of control and accountability as FLETC property.

(6) The A/WC will monitor issues, receipts, expenditures, and all other transactions involving FLETC ammunition and chemical agents through the Daily Ammunition Account Form and the Firearms Score Sheet (or the PO equivalent form), purchase requisitions, shipping and receiving documents, and the ammunition and chemical agent account logs maintained in Bunkers 113, 115, and 117.

b. An up-to-date inventory system shall be maintained by POs that possess and store ammunition and/or chemical agents on the Center. In order for the FLETC to provide adequate storage and security for these items, a recurring quarterly report of stored ammunition shall be submitted to the Chief, FAD.

11. EXPENDED CARTRIDGE CASINGS AND SHOTGUN SHELLS generated as a result of firearms training will be reclaimed and disposed of in accordance with current, established procedures.

a. The Chief, FAD, is responsible for establishing procedures for the reclamation, storage, and security of all expended casings and shells and for their transfer to the Property Management Division (PMD).

b. Class Coordinators are responsible for ensuring that expended cartridge casings and shotgun shells are collected and turned over to the Contract Issue Service at the end of the daily class.

c. The Contract Issue Service is responsible for receiving, sorting, weighing, bagging, documenting, and transporting expended casings and shells to PMD daily. These activities will be reported using the Cartridge Casing and Shotgun Shell Collection Report Form (O-OST-13), Attachment 5, and the Property Accounting Change Report form (FTC-ADM-43), Attachment 6.

d. The A/WC is responsible for monitoring the daily cartridge casing and shotgun shell collection and transfer reports. The A/WC will submit a monthly report correlating ammunition expenditures with reclaimed casing and shell recovery to the Contract Administrator no later than the 10th working day of the month.

e. The POs may collect, store, and dispose of expended casings and shells accumulated as a result of firing ammunition from their own supplies.

f. The Chief, PMD, is responsible for the receipt, storage, and disposal of casings and shells in accordance with established procedures.

12. CONTROL MEASURES.

a. Only commercially manufactured ammunition of the following types and caliber, as authorized herein, will be used on FLETC ranges. Use of types and calibers other than those listed below requires written authorization from the Chief, FAD.

(1) Indoor Ranges. All handgun types and calibers from .22 through .45 caliber magnum loads, and .22 rim-fire caliber rifle are authorized. Although shotgun ammunition (shot-shell) of 00 and smaller sizes may be fired, it is discouraged due to concussion. BBs are not permitted due to ricochet potential. High velocity rifle and shotgun loads are prohibited on all indoor ranges.

(2) Outdoor Ranges. All handgun loads from .22 through .45 caliber magnum, and all plastic loads are authorized on all ranges. On ranges 1, 2, and 4, shoulder weapons of .22, .223, and .308 caliber, and 9, 5.56, and 7.62 millimeter are authorized. All shotgun loads are permitted on ranges 1, 2, 3, and 4.

(3) Skeet Range. Shotgun loads in #9, 8, and 7 1/2 shot shell, blanks, and all plastic handgun loads are permitted.

(4) Malibu Maze. All plastic handgun loads, paint pellets, cotton ball loads, and blanks are permitted.

(5) Glynn County Police Department Range. All handgun loads from .22 through .45 caliber magnum, all plastic, and all shotgun loads are permitted. High velocity rifle loads are not permitted.

b. NO LIVE AMMUNITION will be introduced into any classroom under any circumstances.

c. NO LIVE AMMUNITION will be introduced into off-range training exercise areas under any circumstances.

d. Only blank ammunition issued by the FAD is authorized for off-range training exercises.

e. Only those chemical agents stocked by the FLETC are authorized for use in accordance with current programs. These may be used only at the FLETC authorized Crowd Control Training Range.

f. Any exceptions to the above restrictions and/or limitations will require a written request approved by the Director, OST, outlining the specifics of the training to be conducted, names of responsible personnel, and date and location of exercise.

g. In the event of injury resulting from the use of ammunition or chemical agents, the Firearms Instructor or the senior person present will ensure that the following actions are taken:

(1) Immediately, notify the Security Police Dispatcher, supplying the following information: location and time of accident; victims name; cause, nature, and extent of injury; and name of the caller. The Security Dispatcher will summon the Emergency Ambulance Service and notify the Health Unit, Safety Officer, and Security Investigator as necessary. A patrol unit will be dispatched to the scene to await the arrival of the emergency unit and investigate the incident. The emergency unit will be escorted to the scene by a patrol unit if on-Center. If the injury occurs off-Center, local authorities will be notified. Other information required for proper organization/agency notification (e.g., class number, coordinator/agency representatives name, etc.) will be gathered at the scene.

(2) Notify the Chief or Assistant Chief, FAD, of the injury; he will in turn notify the Director, OST.

(3) A Federal Employee's Notice of Traumatic Injury and Claim For Continuation of Pay/Compensation (Accident Injury Report Form CA-1), Attachment 7, must be completed for every injury occurring while in the performance of duty.

13. Office of Primary Interest. Firearms Division, Office of Special Training.

Charles F. Rinkevich
Director

Attachments (7)

Note: Attachments available from Firearms Division